

HEALTH BENEFITS E-NEWS EXTRA

*Department of Human Resource Management
Office of Health Benefits*

January 27, 2017

Health Benefits Administration Courses

The following courses are scheduled for the spring. If you or someone that you know has already registered for one of these courses please confirm the registration by emailing kevin.m.johnson@dhrm.virginia.gov as soon as possible. Thank you.

Health Benefits Administration – Active Employees

This two-day course is designed for agency human resources professionals, health benefit administrators and payroll employees whose job responsibilities require specific and detailed knowledge of the state's health benefits programs for Active Employees. The course provides a review of the policies and procedures for the Active State Health Benefits and the Flexible Benefits Program. It also provides an overview of the Benefits Eligibility System (BES).

Dates and Locations:

February 13 & 14, 2017
8:30 am – 4pm
The POD: James Monroe Building
6th Floor, 101 N. 14th Street, Richmond, VA 23219
Instructor: Kevin M. Johnson

March 13&14, 2017
8:30 am – 4 pm
The POD: James Monroe Building
6th Floor, 101 N. 14th Street, Richmond, VA 23219
Instructor: Kevin M. Johnson

Health Benefits Administration – Retirement/LTD/COBRA

This one-day course is designed for the human resources or payroll professional that is responsible for the administration of an agency's health benefits program. This course focuses on the Retiree health benefits program (which includes LTD participants and Survivors) and enrollment procedures and provides an in-depth review of Extended Coverage. Also included is an overview of the State Health Plan's HIPAA Privacy Policy.

Dates and Location:

February 9, 2017
March 2, 2017
8:30 am – 4 pm
The POD: James Monroe Building
6th Floor, 101 N. 14th Street, Richmond, VA 23219

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov.